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11 September 1956

MEMORANDUM FOR : Chief, Intelligence School  
FROM : Chief, Orientation & Briefing/IS/TR  
SUBJECT : Weekly Report for the Period  
4 September to 11 September, 1956

Administration

1. I took over as C/O&B/IS/TR Tuesday, September 4. [ ]  
[ ] assumed her responsibilities as my secretary as of the same date. A good deal of our time so far has been spent on the mastering of the administrative details connected with this work. We are now pretty much on top of these administrative details. [ ] learns fast and has been a tremendous help to me. I am quite pleased with her.
2. I have had excellent support from the Support Staff, from [ ] Considerable work remains to be done with [ ] on the development of new visual aids and the adaptation of old ones, as well as in all other matters relating to instructional techniques. I plan to work very closely with him during the next few weeks as soon as he is free.
3. To insure good security practice it will be essential during the running of regular programs to have someone assigned to help us check in persons entering the auditorium. This is the recommendation of [ ] and he indicates to me that you and Mr. Baird have concurred. I will take this matter up with you at the earliest opportunity.

Regular Programs

25 YEAR RE-REVIEW

1. Much planning has been done in connection with the regular programs, a task that began before my predecessor left. There will be some changes of dates, format, and the like.
2. CIA Introduction: The purpose of the CIA Introduction is to give a very general introduction to intelligence and to this Agency as part of the EOD procedure, to be followed by more detailed instruction in either the Intelligence Orientation Course or the Clerical Orientation Course. Instead, the CIA Introduction was scheduled for Thursday mornings after the Clerical Orientation Course had been given. It therefore did not serve its purpose, and further, it duplicated the

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intelligence coverage in the Clerical Orientation Course. My proposal was that the CIA Introduction be restored to Mondays as it originally was. The proposal was received enthusiastically by the Security Office. It gave them an opportunity to request that EOD's be given the security indoctrination before they received any classified information. I accepted the idea of having EOD's get the security indoctrination on Monday mornings, to be followed by the CIA Introduction on Monday afternoons. Working closely with Mrs. [ ] I tried to bring about a closer integration of the CIA Introduction and Clerical Orientation. By having the CIA Introduction on Monday afternoons, it becomes, in effect, the first phase of a 3½ day training program for clerical people. In having it this way, we have eliminated duplication of intelligence coverage in the CIA Introduction and the Clerical Orientation Course. This has released some two hours in the Clerical Orientation Course for a more extensive treatment of Communism, and will give the School of International Communism a chance to work out a three-hour treatment of Communism instead of the present one-hour coverage which I have been handling for some time. The School of International Communism is happy to have the opportunity to reach the clerical people with its message. Thus, we have achieved an expanded coverage of Communism through coordination rather than through the addition of a half-day to the Clerical Orientation Course. The Personnel Office saw no objection since they would still have clerical people available to them for assignment on Fridays. As for professional people and military personnel, Monday is a better day than Thursday since they EOD on a Monday and it takes approximately one week for the Building 13 clearance and the medical clearance. Therefore, instead of waiting nine days they will only have a wait of one week before reporting for duty. Finally, [ ] 25X1, and myself have agreed to jointly cancel programs or not to cancel at all. If we have less than ten people in one week we shall cancel.

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3. Departmental Briefing: The next Departmental Briefing is scheduled for Tuesday morning, 25 September. We have contacted all the agencies that usually send people in order that they might send their nominations in time to have our Security Office make name checks on them.

4. Dependents' Briefing: I met with Mrs. [ ] to discuss 25X1 the Dependents' Briefing. There were only six people scheduled for the September 10-11 briefing. She expressed regret at the small number but indicated that when they had previously cancelled some had been disappointed. She suggested a more modest briefing and I prepared a one-afternoon package. Four people showed up. The briefing went very well and the people were quite happy to receive it. It also gave me an occasion to have a dry-run. I do not anticipate such a small number again. Mrs. [ ] was away on vacation and I think this had a

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great deal to do with the small number. I have asked both Mrs. [ ] to take a critical look at the whole program and to make such recommendations to me for the improvement of the briefing as they deem advisable. Henceforth, the Dependents' Briefing will be held on Tuesday and Wednesday afternoons of the first week of each month.

5. CIA Review: On Tuesday, 11 September, 34 people attended the CIA Review. I was introduced by Mr. [ ] who stayed for the first hour. The briefing went smoothly and the audience evinced an interest in such things as the new building and the Career Service. I intend to perfect my knowledge of these and other related subjects.

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### Special Briefings

1. Thursday morning, 13 September, I will give three short briefings to IAC personnel in connection with Mr. [ ] invitation to them to visit the Intelligence Products Exhibit.

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2. [ ] of EE requested a personal briefing in my office on the national security structure and CIA organization in order that he might brief [ ]. I gave him a little briefing and suggested certain materials which were available in the Intelligence Orientation Course. Through Mr. [ ] these materials have been made available to him.

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3. Mr. [ ] of FE requested a briefing to be given in [ ] for the [ ] and his two associates. This will be given on Monday morning, 1 October. The FE Division Chief and the Branch and Section Chiefs concerned will also attend.

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4. On Wednesday, 12 September, I will give a one-hour presentation on CIA organization at the Naval Intelligence School.

5. On 19 September I will give a three-hour presentation for the Junior Foreign Service Officers of the State Department.

6. On 20 September I will give an all-day briefing for [ ] in one of his safe-houses.

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7. On 17 October I will give a two-hour presentation on the national security structure at the CIC School, Fort Holabird, Maryland.

### Conclusion

This is my first weekly report; others will not be so lengthy. However, I thought it advisable at the outset to give you a complete run-down of what I have been doing, as well as some

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idea of the scope of requests that come into the office.



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